

Los Angeles County Department of Regional Planning

Planning for the Challenges Ahead



Bruce W. McClendon FAICP
Director of Planning

August 5, 2008

TO:

Supervisor Yvonne B. Burke, Chair

Supervisor Gloria Molina Supervisor Zev Yaroslavsky Supervisor Don Knabe

Supervisor Michael D. Antonovich

FROM:

Bruce W. McClendon, FAICP

Director of Planning

SUBJECT:

DEPARTMENT OF REGIONAL PLANNING

HEARING EXAMINER PROCEDURE

On July 8, 2008, your Board approved a motion instructing County Counsel and Regional Planning to prepare the final Hearing Examiner Ordinance (Ordinance) and Implementation Program (Program) for adoption, including the amendments discussed on July 8, 2008. The Departments shall report back to the Board on August 5, 2008.

The amendments requested are as follows and have been reflected in the Implementation Program (Attachment 1) and ordinance (Attachment 2):

1. Revise the Implementation Program to explicitly allow the Director to utilize the Hearing Examiner procedure for any land use matter that is currently being considered by the Special Projects Section, such as the NBC/Universal Vision Plan and many land use applications in Marina del Rey, even if the application was filed prior to the effective date of this ordinance.

The phrasing "only the new cases filed after the adopted ordinance is effective will be subject to the new procedure" has been removed from the Implementation Program. As stated in the Program and Ordinance, for the first twelve months after the effective date of the ordinance establishing this section, the Director shall determine which cases are set before the Commission and shall also be subject to the hearing examiner procedure. This gives the director the discretion to place any land use matter before the Hearing Examiner and Commission, even if the case was filed prior to the effective date of the Ordinance.

2. Remove the provisions of the proposed ordinance that would allow the Director of Regional Planning to initiate zoning changes or amendments, development agreements, use permits, variances, and all other land use decisions that are unrelated to implementing the Hearing Examiner procedure.

These provisions have been removed from the draft hearing examiner ordinance. This provision was provided to streamline the ordinance and entitlement procedures. Although these

The Honorable Board of Supervisors August 5, 2008 Page 2

provisions have been removed from the hearing examiner procedure, this issue will be addressed in the Zoning Ordinance Update Program.

3. Remove the section of the ordinance that would codify which cases are assigned to the hearing officer and which are assigned to the Regional Planning Commission. Instead, this section of the ordinance should be modified to eliminate conflicts with other provisions of the zoning code and then be incorporated into the final Implementation Program as guidelines to be used by the Director.

This section has been removed from the draft ordinance. These guidelines have been modified to eliminate conflicts with other provisions of the ordinance. These provisions have been added to the Implementation Plan as the Review Authority Table.

4. Remove the portion of the Implementation Program that references the participation of the Advanced Planning, Land Divisions, and Special Projects Sections in the Hearing Examiner program.

This section indicates that the Supervising Regional Planners from these sections will be confirmed as hearing examiners for projects within their sections. This section has been removed from the Implementation Plan, as it has been determined that cases within these sections will be heard by one of the four appointed hearing examiners.

The Department of Regional Planning recommends that your Board **adopt** the Hearing Examiner Ordinance and **approve** the Hearing Examiner Implementation Plan. The Implementation Plan is an operational procedure for our Department. The Department needs to modify the Plan as appropriate to execute the hearing examiner procedure. After adoption of the ordinance, Regional Planning will do outreach including notifying town councils of this new procedure and posting the information on our website.

Should you have any questions please contact me, or Karen Simmons of my staff at (213) 974-6432

BWM:RCH:KMS

Attachments (2)

c: Chief Executive Officer County Counsel

DEPARTMENT OF REGIONAL PLANNING HEARING EXAMINER IMPLEMENTATION PROGRAM

TASK FORCE

The Department of Regional Planning (Department) formed an Implementation Task Force to develop ways to implement the new hearing examiner procedure and improve the case management process. The Task Force consists of senior staff members from sections that will be affected by the new procedure: Subdivisions, Zoning Permits, Land Development Coordinating Center, Field Offices, and unincorporated services liaison. The following Implementation Program (Program) reflects the broad consensus of the Task Force. The Program will ensure that the transition to the hearing examiner procedure will be smooth and successful; it includes procedural changes within the Department that will enhance and supplement the hearing examiner procedure. The new hearing examiner procedure will be phased in over the course of twelve months. During that time, the Task Force will continue to meet to monitor and evaluate the procedure and make adjustments as needed.

The Program was developed in response to requests in the Board motion:

- I. Staffing and Budget Requirements. Corresponds to the request that the hearing examiners must be experienced and knowledgeable, and the request that the new procedure should enhance and not interrupt the existing case management responsibilities of the planning staff.
- II. Hearing Examiner Selection and Training. Corresponds to the request for information on how hearing examiners will be designated.
- III. Case Management. Corresponds to the request that the intent of the new procedure should be to expedite case processing.

I. STAFFING AND BUDGET REQUIREMENTS

A. Hearing Examiner

Hearing examiners will be appointed by the Planning Director and confirmed by the Board of Supervisors. The hearing examiners will possess the level of experience, education and interpersonal skills necessary to successfully interact with the public, conduct a public hearing, and make appropriate recommendations on large, high profile projects to the Regional Planning Commission (Commission).

The hearing examiner, accompanied by the case planner, will conduct public hearings at convenient times for the community. The hearing examiner public hearings will be noticed in accordance with the public notice requirements in the zoning ordinance. At the hearing, the hearing examiner will allow the applicant to make a presentation, receive testimony from the public, and answer questions. Representatives from other departments may attend the hearings as appropriate to answer questions in their area of expertise.

The hearing examiner will then continue the public hearing to a specific date and time at which the Commission will consider the matter and take action. After the initial public hearing, the hearing examiner will make written recommendations for the Commission's consideration. The staff report and the hearing examiner's recommendations will be available for the public prior to the commission's public hearing. At the commission's public hearing, the hearing examiner and the applicant will have an opportunity to make a

HEARING EXAMINER IMPLEMENTATION PROGRAM

presentation. This will be followed by public testimony. The public testimony will be documented by recording the hearing.

B. Hearing Officer

Currently, the Department has five hearing officers who conduct public hearings on minor land use projects and make decisions on these projects. Hearing officer duties are collateral duties performed mainly by Assistant Administrators. Collateral duties are those that are in addition to and secondary to their primary responsibilities. It is anticipated that the appointment of hearing examiners will enable the Department to shift the collateral hearing officer duties from the Assistant Administrators to the hearing examiners.

The level of experience needed by a hearing examiner to conduct a public hearing on a major land use project and make subsequent recommendations to the commission is comparable to the level of experience needed by a hearing officer to conduct a public hearing on a minor land use project and make a decision. Thus, the hearing examiners will gradually assume the duties of a hearing officer. As hearing examiners assume hearing officer duties, each staff member appointed by the Director must be confirmed twice by the Board – once for hearing examiner and once for hearing officer.

The assumption of hearing officer duties by the hearing examiner will ensure that the case review duties will be consolidated into one, full-time position. A hearing examiner who can also act as a hearing officer will contribute to a consistent and efficient case review process. In addition, the successful implementation of the hearing examiner procedure may lead to local public hearings by the hearing officers as well. Currently, the hearing officer public hearings are held in the main hearing room in downtown Los Angeles.

C. Projected Caseload

This Program identifies the review authority for projects; it defines what types of cases are to be heard by the hearing officer and what types of cases are to be heard by the hearing examiner and commission. The Program establishes a threshold based on objective criteria (scale, scope, intensity of land use) to determine what is a major project. Providing the threshold provides transparency for staff and the public for determining which projects will be heard by the hearing officer or hearing examiner and commission. The Review Authority Table that depicts the threshold is attached to this document.

Using the proposed threshold and the data from fiscal year 2005–2006 as a reference, it is estimated that approximately 100 discretionary cases, or approximately eight cases per month, will be heard by the hearing examiners in the coming year. Based on the projected caseload, four hearing examiners are initially required to implement the new procedure.

In addition to reviewing and conducting public hearings on eight cases per month, the hearing examiners will be expected to perform the duties of a hearing officer. This means conducting public hearings and making decisions on approximately 270 cases per year. This work is currently performed as collateral duties by the Assistant Administrators.

The new procedure will be phased in as a pilot program the first year. During that time, it will be monitored and evaluated by the Implementation Task Force. Any staffing or procedural changes will be made accordingly to ensure that the procedure is successfully implemented. In addition, the Review Authority Table will be reviewed at the end of the pilot program to evaluate if the project caseload has been properly divided between the

HEARING EXAMINER IMPLEMENTATION PROGRAM

review authorities. The Review Authority Table will be modified if needed to accurately depict the responsibilities of each authority.

D. Phasing-In of Hearing Examiner Program

The new procedure will be phased in over the course of the first year as a pilot program to ensure that the existing case management responsibilities of the planning staff is enhanced and not interrupted. Case distribution will be phased in by the Director to ensure proper workload for the hearing examiners. The proposed ordinance allows the Director to set a public hearing before the hearing officer or the hearing examiner and commission, based on the Review Authority Table.

The Department's implementation Task Force will ensure a smooth transition to the hearing examiner procedure. The Task Force will participate in monitoring and evaluation of the program on a quarterly basis. Procedural refinements will be made when necessary.

E. Supplemental Budget

On May 15, 2007, the Director of Regional Planning provided the Board of Supervisors with Priority Needs for Fiscal Year 2007-2008. The fourth priority on these unmet needs was the hearing examiner request for \$300,000. This amount provides for implementing the hearing examiner procedure this fiscal year. This budget will cover the cost of four hearing examiners. It is anticipated that the cost of the program will not exceed \$300,000 during fiscal year 2007-08 because positions would be phased in over the year rather than filled at once. Staffing needs may change as the caseload changes and as the hearing examiner procedure is fully implemented after the pilot period.

Shifting of the hearing officer collateral duties from the existing Assistant Administrators to the proposed hearing examiners will not have additional fiscal impacts on the 2007-2008 budget.

II. HEARING EXAMINER TRAINING

A. Orientation

The initial group of planners selected to act as hearing examiners will receive an orientation on the new procedure and the functions and duties of the hearing examiner. The Department will also develop a hearing examiner procedural manual that will provide further guidance and information on the new procedure.

B. Training and Succession Planning

A training program will provide planners of all levels with a guided and structured professional development plan to the hearing examiner position. The training program will provide entry level planners with the knowledge, skills, and experience necessary to qualify them for the hearing examiner position in the future. Planners regardless of their career goal can use this program to further enhance on-the-job training. All planners with the requisite experience and knowledge will have the opportunity to advance to the hearing examiner position whether they follow the recommended training program or not.

The training program will include the following:

 Develop or design an individualized training program that allows a planner to rotate through the various workstations to gain necessary skills, experience and knowledge

HEARING EXAMINER IMPLEMENTATION PROGRAM

in the following divisions: Current Planning, Advance Planning, Land Use Regulations and Geographic Information Systems.

• Create and maintain a training tracking system unique to each participating employee.

III. ENHANCED CASE MANAGEMENT

A. Pre-application Services

Enhanced pre-application services will provide applicants with a better understanding of the requirements, processes, timeline, and fees required for their project. This information will empower applicants to prepare materials and maps accurately and completely, and thus, diminish future need for modifications or corrections. The existing pre-application services will be enhanced in two ways: expanding One-Stop and establishing pre-submittal counseling. These services do not replace the formal review of a project, which is conducted once the case is submitted, but will provide advice and recommendations. These supplemental services will also be phased in over the course of twelve months.

One-Stop, an interdepartmental review that is currently only available for subdivision projects, will be expanded to include conditional use permits, variances, zone changes and other large scale projects that would benefit from interdepartmental review. Participants in One-Stop review include representatives from this Department, the Fire Department, and the Department of Public Works. Currently a fee is assessed for this service. The expansion of One Stop will also be phased in as it requires additional meetings that require additional participation by other departments mentioned above.

Pre-submittal counseling will allow an applicant to request an additional counseling session with a staff planner before filing an application. This session will provide the applicant with more in-depth information than is currently provided over-the-counter. The applicant will have the opportunity to ask a planner detailed questions on the County's land use regulations and processes and their impact on the proposed project. A nominal fee should be assessed for this service to deter cancellations and no-shows.

B. Restructure Case Intake

The case intake process will be modified to eliminate the need for duplicative review. Currently there is duplication in the initial review of case files. The Land Development Coordinating Center (LDCC), referred to as the Department's public information counter, performs case intake. The files are then forwarded to the case processing sections (Zoning Permits or Land Divisions) and assigned to a case planner. The case planner also reviews the file for completeness. The case planner review is more detailed and often results in request for revised plans or additional information. Having the case planners perform the case intake would eliminate duplication and expedite the case processing procedure.

The Task Force recommends restructuring case intake as follows:

- The applicant calls and schedules an appointment with the lead section.
- The case planner (Zoning Permits or Land Division) meets with the applicant and accepts the application if it is complete.
- Case intake planner calculates application fees and LDCC acts as centralized cashier and generates receipt.

HE Implementation Program: 10/1/2007 Revised 07/18/2008

REVIEW AUTHORITIES FOR ENTITLEMENTS

Type of Permit	Hearing Officer	Commission*
A project that creates or results in one to 50,000 gross square feet of nonresidential floor area, or creates or results in two to 50 lots or dwelling units.	•	
A project that creates or results in more than 50,000 gross square feet of nonresidential floor area, or creates or results in more than 50 lots or dwelling units.		•
Permits addressing the following: Minor Coastal Development Permit Nonconforming Review Oak Tree Permit (two to five oak trees) Parking Permit	•	
Permits addressing the following: Aviation Case (ALUC) Cemetery Permit Coastal Development Permit Explosive Storage Permit Housing Permit Oak Tree Permit (one heritage oak tree or more than five oak trees) Permit Revocations Surface Mining Permit/Reclamation Plans		
Conditional Use Permits addressing the following: Grading within SMMA Hillside Management Landfill Waste Management Medical Marijuana Dispensary Residential/Transitional Care Significant Ecological Area (SEA)		•

^{*} All permits subject to review and a decision by the Commission shall first be heard by the Hearing Examiner.

Note: This Review Authority Table serves as a guideline that can be modified on a case-by-case basis by the Director of Planning.

Revised 8/4/08



COUNTY OF LOS ANGELES

OFFICE OF THE COUNTY COUNSEL

648 KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET

LOS ANGELES, CALIFORNIA 90012-2713

TELEPHONE (213) 974-1930 FACSIMILE (213) 613-4751

TDD

(213) 633-0901

Agenda No. 27 07/08/08

RAYMOND G. FORTNER, JR. County Counsel

July 25, 2008

Bruce W. McClendon, Director Department of Regional Planning 1390 Hall of Records 320 West Temple Street Los Angeles, California 90012

Re: Hearing Examiner Ordinance

Dear Mr. McClendon:

Pursuant to the Board of Supervisors' motion of July 8, 2008, enclosed is a proposed analysis and ordinance amending Title 21 and Title 22 to establish a hearing examiner procedure.

This ordinance and its accompanying analysis may be presented to the Board of Supervisors for its consideration.

Very truly yours,

RAYMOND G. FORTNER, JR.

County Counsel

ELAINE M. LEMKE

Principal Deputy County Counsel

Property Division

APPROVED AND RELEASED:

Chief Deputy County Counsel

EML:vn Enclosures

ANALYSIS

This ordinance amends Title 21 - Subdivisions and Title 22 - Planning and Zoning of the Los Angeles County Code, relating to establishing a hearing examiner procedure to provide for holding public hearings in the locale or community affected by a proposed major land use project.

RAYMOND G. FORTNER, JR.

County Counsel

ELAINE M. LEMKE

Principal Deputy County Counsel

Property Division

EML:vn

7/8/08 (requested)

7/23/08 (revised)

ORDINANCE NO.	
---------------	--

An ordinance amending Title 21 - Subdivisions and Title 22 - Planning and Zoning of the Los Angeles County Code, relating to establishing a hearing examiner procedure.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 21.16.060 is hereby amended to read as follows:

21.16.060 Public hearings.

Prior to the approval by the advisory agency of any tentative map, including a tentative minor land division map, submitted pursuant to this Title 21, a public hearing shall be held before the advisory agency. The public hearing shall be conducted in accordance with Part 4 of Chapter 22.60 of this code and notice thereof shall be provided in the manner prescribed by Section 21.16.070 of this Title 21. Any interested person may appear at such a hearing and shall be heard.

SECTION 2. Section 22.08.080 is hereby amended to add the following definition in alphabetical order to read as follows:

22.08.080 H.

. . .

"Hearing examiner" means a person who is an employee of, or under contract
 to, the department of regional planning who has been appointed by the director and
 confirmed by the board of supervisors to perform the duties of hearing examiner

as designated by this Title 22 relating to conducting public hearings, receiving public testimony, and making recommendations to the commission.

. . .

SECTION 3. Section 22.16.080 is hereby amended to read as follows:

22.16.080 Initiation of hearings -- Conditions.

Hearings on zone changes or amendments may be initiated:

- A. If the board of supervisors instructs the commission or the director to set the matter for a hearing, report and recommendation; or
 - B. Upon the initiative of the commission; or
- C. In the case of a zone change, upon the filing of a petition as provided in Sections 22.16.090, 22.16.100, 22.16.110, and 22.16.120 of this Part 2.

SECTION 4. Section 22.16.250 is hereby amended to read as follows:

22.16.250 Initiation of hearings.

Hearings on a development agreement may be initiated:

- A. If the board of supervisors instructs the commission or the director to set the matter for a hearing, report and recommendation; or
 - B. Upon the initiative of the commission; or
- C. Upon the filing of an application as provided in Sections 22.16.260, 22.16.270, 22.16.280, and 22.16.290 of this part.

SECTION 5. Section 22.56.070 is hereby amended to read as follows:

22.56.070 Application -- Public hearing required -- Exception.

In all cases where an application for a conditional use permit is filed, except where the hearing officer grants the permit pursuant to Section 22.56.080 or the director grants the permit pursuant to Section 22.56.085, the hearing officer shall hold a public hearing unless the commission determines to and itself holds a public hearing. In either case, the public hearing shall be held pursuant to the procedure provided in Part 4 of Chapter 22.60.

SECTION 6. Section 22.56.320 is hereby amended to read as follows:

22.56.320 Application -- Public hearing required.

In all cases where an application is filed for a variance, the zoning board shall hold a public hearing unless the hearing officer determines to and itself holds a public hearing. In either case, the public hearing shall be held pursuant to the procedure provided by Part 4 of Chapter 22.60.

SECTION 7. Section 22.56.480 is hereby amended to read as follows:

22.56.480 Application -- Approval or denial -- Findings.

. . .

C. In all cases where the director denies an application, he shall so inform the applicant, in writing, and in such notice shall also inform him that if within 14 days after receipt of such notice he files such additional information as the director may require and pays an additional fee, the amount of which shall be stated in the notice, a public hearing will be scheduled relative to such matter before the commission. Such

additional fee shall be the difference between the fee paid and the fee for public hearing as specified in Section 22.60.100.

SECTION 8. Section 22.56.490 is hereby amended to read as follows:

22.56.490 Application -- Public hearing.

In all cases where a public hearing is requested, the commission shall hold a public hearing shall be held pursuant to the procedure provided in Part 4 of Chapter 22.60.

SECTION 9. Section 22.56.610 is hereby amended to read as follows:

22.56.610 Application -- Public hearings required.

The hearing officer shall hold a public hearing on an application for a cemetery permit. The public hearing on an application for a cemetery permit shall be held pursuant to the procedure provided in Part 4 of Chapter 22.60.

SECTION 10. Section 22.56.740 is hereby amended to read as follows:

22.56.740 Application -- Public hearing required.

Unless an application is approved pursuant to Section 22.56.730, the hearing officer shall hold a public hearing unless the commission determines to and itself holds a public hearing. The public hearing shall be held pursuant to the procedure provided in Part 4 of Chapter 22.60.

SECTION 11. Section 22.56.1330 is hereby amended to read as follows:

22.56.1330 Application or plan -- Public hearing required.

In all cases where an application for a surface mining permit and/or reclamation plan is filed, the hearing officer shall hold a public hearing unless the commission

determines to and itself holds a public hearing. In either case, the public hearing shall be held pursuant to the procedure provided in Part 4 of Chapter 22.60.

SECTION 12. Section 22.56.2160 is hereby amended to read as follows:

22.56.2160 Application -- Public hearing required when.

Where no concurrent consideration is conducted by the hearing officer or the commission pursuant to Section 22.56.2150, the director shall conduct a public hearing shall be held pursuant to the procedure provided in Part 4 of Chapter 22.60 subject to the notice requirements of subsection B of Section 22.56.2130; provided, however, that no hearing shall be required for a filing in conjunction with the use of a single-family residence when publishing is not required by said subsection C of Section 22.56.2130.

SECTION 13. Section 22.56.2840 is hereby amended to read as follows:

22.56.2840 Public hearing and notice required -- Discretionary review.

In all cases where an application for a discretionary housing permit is filed, the commission shall hold a public hearing. The public hearing shall be held pursuant to the procedure provided in Part 4 of Chapter 22.60.

SECTION 14. The heading for Part 1 of Chapter 22.60 is hereby amended to read as follows:

Part 1

HEARING OFFICER AND HEARING EXAMINER

SECTION 15. Section 22.60.020 is hereby amended to read as follows:

22.60.020 Duties of hearing officer.

A. The hearing officer shall preside over the public hearing and hear testimony for and against an application for a land use permit or variance, unless the commission determines to and itself holds a public hearing pursuant to the procedures provided in Part 4 of Chapter 22.60.

. . .

SECTION 16. Section 22.60.030 is hereby added to read as follows:

22.60.030 Authority of the hearing examiner.

The hearing examiner conducts public hearings on applications for land use permits, variances, zone changes, ordinance amendments, land divisions, and plan amendments subject to the general purposes and provisions of this Title 22.

SECTION 17. Section 22.60.040 is hereby added to read as follows:

22.60.040 Duties of hearing examiner.

A. The hearing examiner may conduct public hearings on land use permits, variances, zone changes, ordinance amendments, land divisions, plan amendments, and other planning matters pursuant to the procedure provided in Part 4 of Chapter 22.60.

- B. Prior to the commission's public hearing on a matter for which the hearing examiner has first conducted a hearing, the hearing examiner shall:
- 1. Ensure that the report to the commission includes an analysis of the proposal, proposed findings and conditions, where applicable, recommendations, and other pertinent materials to be submitted to the commission.
- 2. Mail notice of the commission public hearing date and other information as required by Section 22.60.190.C.

SECTION 18. Section 22.60.170 is hereby amended to read as follows:

22.60.170 Initiation of hearings.

Hearings on permits, variances, or nonconforming use or structure review may be initiated:

A. If the board of supervisors instructs the <u>director</u>, hearing officer or commission to set the matter for a public hearing in the case of a conditional use permit, (animal permit), variance, or nonconforming use or structure review; or

. . .

SECTION 19. Section 22.60.171 is hereby added to read as follows:

22.60.171 Conduct of hearing examiner proceedings.

A. When a verified application is filed or a hearing is initiated for a permit, variance, zone change or amendment, land division, or plan amendment and a hearing is required by Title 21 or this Title 22, except as set forth in subdivision B, the hearing

examiner shall first hold a public hearing on all projects subject to a hearing before the commission except on appeals and calls for review of projects decided by the hearing officer

B. For the first 12 months after the effective date of the ordinance adding this section, the director shall determine which matters set before the commission shall first be subject to the hearing examiner procedure.

SECTION 20. Section 22.60.176 is hereby amended to read as follows:

22.60.176 Conduct of hearings--Hearing officer duty.

When a verified application is filed for a permit or variance and a hearing is required by <u>Title 21 or</u> this Title 22, the hearing officer shall hold such hearing if<u>unless</u> the <u>hearing examiner and/or</u> commission does not itself hold the hearingconduct hearings pursuant to Section 22.60.171.

SECTION 21. Section 22.60.190 is hereby amended to read as follows:

22.60.190 Notification of action taken.

The hearing officer, commission, or board of supervisors shall serve notice of its action upon:

. . .

C. In matters for which a hearing examiner has conducted a public hearing, the hearing examiner shall mail notice of the date, time, and place for the commission public hearing on the project, a synopsis of the hearing examiner's public hearing, and the written recommendation to the commission to persons identified in subsections A and B.

536533_2

SECTION 22. Section 22.60.240 is hereby amended to read as follows:

22.60.240 Procedures for appeals and calls for review.

. . .

B. Notice and Public Hearing. An appeal or review hearing shall be a public hearing if the decision being appealed or reviewed required a public hearing. A public hearing on an appeal from an action of the director or a hearing officer is not subject to the hearing examiner procedure. The appellate body shall consider the matter directly at its public hearing. Notice of public hearings shall be given in the manner required for the decision being appealed or reviewed.

. . .

[2116060ELCC]